



DEPARTMENT OF RECREATION, PARKS AND OPEN SPACE  
BUREAU OF RECREATION AND HUMAN DEVELOPMENT

FACILITY USE APPLICATION (NOT A PERMIT)

501 BOUSH STREET  
NORFOLK, VIRGINIA 23510  
OFFICE: (757) 441-2400  
FAX: (757) 441-5423

PLEASE SUBMIT THIS APPLICATION 14 BUSINESS DAYS PRIOR TO DATE REQUESTED.  
ALL FEES MUST ACCOMPANY THE APPLICATION AT TIME OF REQUEST. MAKE CHECKS  
OR MONEY ORDERS PAYABLE TO NORFOLK CITY TREASURER. NO CASH ACCEPTED.  
AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED. ALCOHOL IS PROHIBITED ON  
CITY PROPERTY. NO REFUNDS. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FOR OFFICE USE ONLY:

Fee Attached \_\_\_\_\_  
Paid (Receipt #) \_\_\_\_\_  
Resident \_\_\_\_\_ Yes \_\_\_\_\_ No  
Approved \_\_\_\_\_ Yes \_\_\_\_\_ No  
Permit Number \_\_\_\_\_

Facility Requested \_\_\_\_\_ Activity \_\_\_\_\_

Days of Week \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_  
(Use additional sheet if more than one day.) FROM \_\_\_\_\_ TO \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS/SPECTATORS \_\_\_\_\_ 0-39 \_\_\_\_\_ 40-199 \_\_\_\_\_ 200+ \_\_\_\_\_

RESPONSIBLE PERSON (Must be on site during permit hrs.) Phone \_\_\_\_\_  
PRINT NAME Work \_\_\_\_\_ Home \_\_\_\_\_

ORGANIZATION (if applicable) \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AREA REQUESTED:

_____ Athletic Fields (be specific)	_____ Gym
_____ Multipurpose Room	_____ Pool
_____ Tennis Courts	_____ Outside Basketball Courts
_____ Picnic Shelter(s)	_____ Special Use of Park
_____ Barraud Park Amphitheater	_____ Auditorium

SPECIAL ACCOMMODATIONS:

Circle One

Are you requesting permission to erect a tent?	Yes	No
Are you requesting permission to vend food items?	Yes	No
Does your event have one of the following: Carnival/Pony Rides, Displays, Race, or Walk (may require insurance)?	Yes	No
Does your event require portable toilet facilities (applicant responsibility)? (Delivery, pick-up, and payment of portable toilet is the responsibility of applicant.)	Yes	No
Does your event require dumpsters? (Delivery, pick-up, and payment of dumpster is the responsibility of applicant.)	Yes	No
Are you requesting an ABC License? (Delivery, set-up/pick-up, and payment of fencing is the responsibility of applicant.)	Yes	No

DESCRIBE SECURITY TO BE PROVIDED BY APPLICANT (attach security contract and insurance certificate upon request)

THE PERSON(S) TO WHOM A PERMIT IS ISSUED SHALL BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY SUSTAINED BY ANY PERSON BY REASON OF THE NEGLIGENCE OF THE PERSON OR PERSONS TO WHOM SUCH A PERMIT SHALL HAVE BEEN ISSUED. THE DIRECTOR MAY REQUIRE SUCH PUBLIC LIABILITY INSURANCE AS HE DEEMS TO BE IN THE BEST INTEREST OF THE CITY.

APPLICANT'S NAME (PLEASE PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S SIGNATURE

FEE WAIVER: \_\_\_\_\_ YES \_\_\_\_\_ NO

DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

RECREATION SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

SR.REC SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

DIVISION HEAD \_\_\_\_\_ DATE \_\_\_\_\_

BUREAU MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

ASSISTANT DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE:** The City of Norfolk does not provide electricity.  
Parks are monitored on a regular basis. Any discrepancy between this  
application and the actual event will be cause for future denial of park  
use, and additional fees will be assessed.

SEE REVERSE SIDE FOR MULTI-USE OF FIELDS

	Dates _____	From _____	To _____
Name of Field	Circle: M T W Th Fri Sat Sun		
	Dates _____	From _____	To _____
Name of Field	Circle: M T W Th Fri Sat Sun		
	Dates _____	From _____	To _____
Name of Field	Circle: M T W Th Fri Sat Sun		
	Dates _____	From _____	To _____
Name of Field	Circle: M T W Th Fri Sat Sun		
	Dates _____	From _____	To _____
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Name of Field	Circle: M T W Th Fri Sat Sun		
	Dates _____	From _____	To _____
Name of Field	Circle: M T W Th Fri Sat Sun		
	Dates _____	From _____	To _____
Name of Field	Circle: M T W Th Fri Sat Sun		

## APPEAL PROCESS

**Within seven (7) days after receipt of an application, the Director shall apprise an applicant, in writing, of his reasons for refusing a permit, and any aggrieved person shall have the right to appeal, in writing, within seven (7) days to the City Manager who shall consider the application under standards set forth in Section 32-4.30 hereof and sustain, modify, or reverse the Director's decision within seven (7) days. The decision of the City Manager shall be final.**